#### APPROVED MINUTES

Adult Education Advisory Committee September 13, 2006 Utah State Office of Education Room 241 - 10:00 a.m. - 1:00 p.m.

**Present:** James Andersen, Nancy Birchell, Herb Clark, Jared Haines, Marty Kelly, Hector Mendolia, Wayne Mifflin, Edie Mitko, Paula Oakey, Russ Thelin, Nate Southerland, and Carolyn Johnson (Secretary)

Excused: Jeff Galli, Cindy Krueger, Marilyn Nunez, Shauna South, and Gary Wixom

#### Welcome:

Paula welcomed everyone in attendance, recognized those excused, and proceeded with the agenda.

### **Approval of Minutes:**

The minutes of **August 9, 2006** were reviewed, Nate Southerland made a motion to approve them as corrected, Wayne Mifflin seconded the motion, and the motion passed.

#### **PUBLIC RELATIONS**

# a. PSA – Progress Report (Nate Southerland)

Nate brought copies of the three PSAs that were produced and showed them to the committee. He indicated he had contact information for the local television stations in Salt Lake, St. George and Vernal as well as the commercial insertion people for Comcast. As soon as the PSAs go through the Quality Assurance at the State Office he will be ready to send them out, (Marty indicated they should also be approved by administration as well). Comment was made that it would be nice to have them out prior to the Legislative Session. As mentioned before, the PSA had nine student-volunteers from Horizonte and South Pointe Schools who participated.

Nate explained the arrangements of the PSAs were similar to a yearbook-layout showing people who were missing when their class graduated and then plugged in visually as they explained made their accomplishments on the PSA. The committee gave excellent comments and was very impressed with the review. Nate said the DVDs were going to be sent to the participants as well as to the programs. There are two 15-second PSAs that will probably get more playing time because they will be easier to fit in. The one 30-second PSA will tend to go in the early morning hours when there is less demand for commercial air time. The phone number will take the caller to the Utah State Office of Education main switch board that will transfer to the adult education section.

#### b. One-half hour free television show progress report (Nate Southerland)

Nate shared all the pros and cons he researched regarding the one-half hour free television show with the committee. It was his personal opinion, as well as the committee, that it would not be as beneficial as previously planned. Other sources for presentations to the legislators were discussed.

#### **ADVOCACY**

### Legislative Update

Marty indicated there was nothing new to report at this time.

### **Letter to candidates (Marty)**

Marty indicated she received word from Mary Shumway and Gary Wixom that the last paragraph in the letter needed to be worked on. Gary works closely with the legislature and felt it could be interpreted offensively by them. It needs to include a "thank you" and show appreciation for their support. Paula explained the purpose of the letter was to get a "feel" for who was and who was not supportive of adult education. After a few comments it was suggested to end the last paragraph in the middle with the last sentence saying, "Thank you for your support for adult education which is vital to and appreciated by the citizens of Utah." It was suggested not to ask for their response but to show the intent of the Advisory Committee to the Board that this is who we are, what we are about and "thanks." Marty emphasized there isn't anything that says that programs can't take it a step further with their legislators and talk to them accordingly.

James requested the last sentence of the letter to say, "Your continued support for adult education is vital and appreciated." Marty said she could run it by Mary and Gary to make sure they were OK with it. James felt it would acknowledge the fact they came to the table last year. A question was also raised as to leaving in "citizens of Utah" and comment was made to take it out if the letter was only representing the Advisory Committee. A few other items were clarified such as placement of the address and website.

#### **UBSCT**

James asked if there was any direction regarding the UBSCT testing for adults and Marty the revisions to the Board rule had gone through two readings for approvals.

### Ongoing source for future postage

As discussion revolved around the need for funding postage, the focus changed directions. The committee was reminded that their responsibility was to advise the State Board. It was suggested that instead of sending a letter from the Chair of the Advisory Committee, they should advise the Board to send it.

Marty suggested the committee should request time to address the Board; Russ suggested modifying the letter and directing it to the Board. Russ said they are the ones that give us our charter, and we are supposed to be telling them what we feel. The Board would take that leadership role to the legislature, (he would let the people who are the policy makers be the advocates in the legislature).

Marty said Paula could make the introduction to the Board as the Chair-Person of the Advisory Committee, introduce the PSAs, thank the Board for their support of adult education, and talk about our successes and the FACT sheet that was done last year.

Marty said she would do some clarifying with Mary when she returns from out of town. She also indicated the FACTS sheets are still in the process of being put together; they have been held up for data from reports but should be completed by October.

This item concluded: Paula would change the last paragraph, email it to Marty who would address it to the Board and submit it to the appropriate Associate Superintendent, Myron Cottam. The committee decided not to submit a list of member's names with the letter. Myron would be responsible in getting the letter to Twila to put it on the November agenda for Board Meeting.

#### LOCAL PROGRAM ADVISORY COMMITTEE SURVEY

The committee reviewed two draft versions of a letter regarding Local Advisory Committees and a survey that will be going out to directors throughout the state, and voted on the longer version.

Discussion revolved around some revisions in the letter and time lines. Nate was going to finalize the letter, and email it to Marty who will have a secretary email it out on Monday, October 2nd, and follow-up on Monday, October 16<sup>th</sup>.

Since the Directors/Coordinators' meeting is the same date of the Adult Advisory meeting, (November 8<sup>th</sup>) Marty invited Paula and the members to attend. James offered to talk about the survey at the Directors' meeting, and explain why every adult education or community based organization should have an advisory committee. James also suggested it would be a nice gesture to introduce the Advisory Committee members at lunch if they decide to attend.

Marty said at the Directors/Coordinators' Meeting there would be a copy of the survey in the Directors/Coordinators packets of those who had not completed one, and that "surveys" would be the first agenda item at the Directors' meeting.

Nate will give the Advisory Committee an update on the surveys at the October meeting.

### **OPEN PATHWAYS updates from DWS and Vocational Rehabilitation – Russ Thelin**

Russ reviewed various histories that included WEEDA, WIA, and MOUSE Committees that involve a partnership between Rehabilitation and the Department of Workforce Services. The MOUSE Committee (Memorandum of Understanding Support Employment) was not too familiar to the Advisory group and explained as a steering committee that oversees five different sub-committees who outline very specific things in the MOU to coordinate and collaborate on. There are an additional five "little Minnie Mouse Committees."

A PowerPoint handout was disseminated that Russ said was for committee review indicated it highlighted the following items:

- Memorandum of Understanding.
- Pathways for subcommittees making a connection with two agencies.
- Ensuring common customers didn't get bounced back and forth.
- Ensuring customers had services they needed.
- Cross-training subcommittee to learn what other staff is doing.
- Subcommittee on data sharing between the two agencies.
- Employer relations and outcomes.
- Ensuring folks with disabilities had accessibilities to buildings.

Marty indicated the five players who sat on the WEEDA committee were DWS, Vocational Rehabilitation, Adult Education, Career and Technical Education and Higher Education and it is a very effective working alliance. In reference to Paula's suggestion of requesting a member of WEEDA coming to report to the Advisory Board, Marty explained that both she and Shauna represented Adult Education on the committee and received minutes that covered everything. Either one of them could report to the Advisory Committee any information they wanted to know.

Nate inquired on the outcome measure that WEEDA had been working on, and Russ indicated he was unable to give him a definite answer.

#### **On-line Test Preparation Package**

Nate said some of the local public libraries have access to an on-line test preparation package called "*Learning Express*." UEN and the state libraries have considered adding that as part of the PIONEER Library so that everyone in the state can access it and asked if it would be something that would be of

value to the agency. The package allows people to prepare for well over 100 different tests. Tests are scored on line and show the areas of weakness a client needs to work on

Nate indicated UEN is trying to get a statewide license; gathering some extra support would be helpful. Paula asked for clarification of support and Nate explained by calling in and saying, "It would be helpful for our program." Wayne suggested we should pass this information along to our directors. Nate said its part of a funding issue as well, and it's important that there is an interest in it.

#### CELEBRATING ADULT EDUCATION

Paula continues to keep this on the agenda so the stories can be compiled, and explained there are a couple of stories in a book that will be stored at Carolyn's desk. James indicated maybe it would be helpful to provide a template to follow for those that will be submitting success stories.

James summarized a story of a student from Bosnia who identified herself as a "cleric" and when he inquired as to what church she was from it happened that "cleric" meant she was an accountant. She was hired part-time at Horizonte while she completed her ESL education and went on to SLCC to get her associate's degree, then to the University of Utah to finish her four-year degree, last year received her teaching certificate from Westminster College, and is presently teaching math in an alternative high school.

James indicated a lot of his students have a strong drive to become citizens and he receives invitations to attend their citizenship ceremonies. Marty said she receives a lot of publications from around the country including pictures and stories about students.

James suggested putting the template on the website as well as taking it to the youth employment councils; it would be powerful to get 30 to 40 stories to send to the legislators and governor's office.

#### LUNCH

#### **OTHER BUSINESS**

#### Membership open positions

# Recruitment added for Chamber of Commerce and LEAP – (Jared Haines)

Jared had prepared a rough draft to the chamber of commerce and copies to bring for the committee's input but had left them at the office. He had contemplated ways to approach the chamber of commerce, representing the Advisory Committee, and said it could be done by spending time writing a letter or making a well-placed phone call to someone who has a connection at the chamber saying, "At your next chamber meeting could you please take a minute and nominate two or three business people to come and serve on this Board," and then send a follow-up letter as to what the Board does.

Jared indicated he would email out what he had to the committee and said he could use some assistance from the members in finalizing the communication. He mentioned that it could possibly be used as a template for the other positions.

### PTA -Barbara Smith (Sandi Grant)

Sandi has been recuperating from knee surgery and the committee has not been updated as to whether or not Barbara Smith made any recommendation.

#### **Business and Industry – (Russ Thelin)**

Russ followed through with Stacie Linnae, who works at the Marriott. He said she is more interested in serving on a committee dealing with disabilities and would not be assisting on the Advisory Committee.

Russ asked her to please see if there was anyone else that might be interested in serving and she was going to let him know if she found anyone.

### **Utah School Superintendents Association – (Paula Oakey)**

Paula indicated Marty sent her information to contact the Association, and asked if anyone knew Director, Gary Cameron. She said she had a general idea of what to say, but wanted to use the right terminology and feel comfortable if he asked questions. James recommended assigning a contact person, Nate suggested to find someone from Workforce Services, and it was requested that Russ Thelin might have some idea who to assign at the October meeting.

## Member at Large from United Way – Agnew Chao – (Edie Mitko)

Edie Mitko told the committee that Agnes Chao had agreed to serve on the committee and will attend the October Meeting.

#### **ADJOURN**

The next scheduled meeting is **October 11**, **2006** at 10:00 am in Conference Room 241. Jared Haines moved to adjourn, James Andersen seconded the motion and the motion passed.